



U.S. EMBASSY SEOUL
AMERICAN CITIZEN SERVICES

32 Sejong-ro Chongro-ku, Seoul, 110-710, Korea

Office hours: 9:00-11:30 a.m. & 1:30-3:30 p.m. Monday-Friday; closed Wednesday afternoons

Telephone: (02) 397-4114, DSN 721-4114, Fax: (02) 397-4101, DSN 721-4101

Website: www.asktheconsul.org seoul_acs@state.gov

Mail-in CHECKLIST for CONSULAR REPORT OF BIRTH ABROAD

Applicant _____ Date: _____

Please sign and submit this checklist and the following documents. Indicate the documents you will submit.

- ☐ CRBA application (DS-2029)
- ☐ Passport application (DS-11)
- ☐ 2 Photos of your child, 2" x 2" (5cm x 5cm) with white background, front view

IF ONLY ONE PARENT IS A U.S. CITIZEN, HE OR SHE MUST SUBMIT PROOF OF CITIZENSHIP.
IF BOTH PARENTS ARE U.S. CITIZENS, BOTH MUST SUBMIT PROOF:

- ☐ U.S. birth certificate (Send ORIGINAL and TWO PHOTOCOPIES)
OR
- ☐ U.S. passport (Send TWO PHOTOCOPIES only; DO NOT SEND ORIGINAL)
OR
- ☐ Certificate of Naturalization (Send TWO PHOTOCOPIES only; DO NOT SEND ORIGINAL)

☐ Father/Mother's proof of identity (photo ID). Send TWO PHOTOCOPIES; DO NOT SEND ORIGINAL.

IF ONLY ONE PARENT IS A U.S. CITIZEN:

- ☐ Father's or Mother's proof of 5-year U.S. physical presence at least 2 years after age 14, such as:
 - ☐ Junior high, high school, and/or university transcripts (original)
 - ☐ Letter of employment from U.S. employer stating work period and location AND W-2 or tax return (original)
 - ☐ LES or DD-214 (for military)
 - ☐ Old passports showing entry and exits from the U.S. AND Korean Immigration Entry and Exit Certificate
 - ☐ Secondary evidence such as utility bills, rental agreements or payroll slips
 - ☐ Evidence that you were the unmarried dependent of a U.S. government employee stationed abroad

Originals and ONE PHOTOCOPY:

- ☐ Parents' marriage certificate (original)
- ☐ Father's proof of termination of all previous marriage(s) (original)
- ☐ Mother's proof of termination of all previous marriage(s) (original)

Originals and TWO PHOTOCOPIES:

- ☐ Hospital birth certificate (original)
 - ☐ English translation of birth certificate

☐ Contact Info: Tel _____ Fax _____ Cell phone _____ Email _____

☐ I understand that American Citizen Services will contact me within 7-10 business days to inform me if I must submit further supporting documents or to notify me that my child's Report of Birth has been approved.

Please sign here: _____

Office Use Only: ☐ OK to issue () Officer's initials ☐ Baby Seen by Officer () Officer's initials